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FIRE PROTECTION IN THEATRES, PUBLIC HALLS AND SPECIAL HALLS

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BOSTON FIRE DEPARTMENT

RULES, CONDITIONS and DIRECTIONS

FOR

FIRE PROTECTION

IN

THEATRES, PUBLIC HALLS and SPECIAL HALLS

FIRE PATROLS

EFFECTIVE MAY 1, 1944

Violation of these Rules May Result in Cancellation of Theatre or Hall License

IN THE EVENT OF FIRE, SOUND ALARM
FROM THE NEAREST FIRE ALARM
BOX IMMEDIATELY

FIRE PREVENTION DIVISION
Document No. 3

RULES, CONDITIONS AND DIRECTIONS FOR FIRE PROTECTION IN THEATRES, PUBLIC HALLS AND SPECIAL HALLS

FIRE PATROLS

RULES AND CONDITIONS

1. Assignment

(*a*) In all theatres, public halls and special halls, so defined in Chapter 143, as amended, there shall be one or more qualified male persons who, after examination and approval by the Fire Commissioner or by a person authorized by the Fire Commissioner, shall be assigned to duty as a "fire patrol."

(*b*) There shall be one person designated as the "fire patrol" for theatres, public halls and special halls having a seating capacity not exceeding 800 persons.

In all theatres, public halls and special halls having a seating capacity in excess of 800 persons there shall be two persons designated as "fire patrols."

(*c*) Every fire patrol shall be identified as such by a badge or other means of identification as prescribed by the Fire Commissioner. The means of identification shall be conspicuously displayed by members of the fire patrol while on duty.

2. Training

The fire patrols shall report at the office of the District Chief within whose district they are on duty upon being assigned to fire patrol duty and annually in June, or at such other time annually as he may require for the purpose of instructions pertaining to their duties.

3. Termination of Employment

The fire patrol shall, upon termination of employment or change in duties, return to the manager, or other superior, the fire patrol badge, and the manager shall report to the Fire Commissioner what disposition has been made of the badge, or other means of identification, assigned to the fire patrol.

4. Hours

The fire patrol shall be on duty at least one half-hour prior to each performance or exhibition and shall remain on duty until a complete inspection of the premises has been made after each performance or exhibition.

5. Duties

(*a*) The fire patrol shall require compliance with and observance of all regulations, rules and conditions regarding matters of fire protection over which the Fire Commissioner has jurisdiction as they appear on any license or permit required by law to be posted on the premises.

(*b*) The fire patrol shall have general supervision over all fire appliances and equipment to be used in case of fire, and shall follow the special directions appended hereto.

(*c*) The fire patrol shall make daily reports of inspections and tests to the manager, on a check list form to be provided for the purpose. Such reports are to be retained by the manager for a period of thirty days, subject to examination by Fire Department officials on request.

IN CASE OF FIRE — KEEP COOL

In event of a fire the fire patrol shall immediately sound the fire alarm by whatever means provided for this purpose. He shall then assume and exercise full command of the fire fighting equipment until the arrival of the first member of the Boston Fire Department.

SPECIAL DIRECTIONS TO FIRE PATROLS

(Check list covering the following points is to be filled out and submitted to the manager daily.) _____

I. Fire Drills for Employees . . . shall be held as directed by the District Fire Chief.

II. Smoking Is Prohibited . . . (except where required as part of performance. See Precautions for Show Time, page 8.)

III. Use of Inflammable Scenery, Decorations and Drapes Is Prohibited.

IV. Aisles, Passageways and Exits . . . shall be kept free during every performance. EXIT doors shall be tested daily and a report of condition made to the manager.

V. Combustible Rubbish . . . shall be kept in metal cans with metal covers, until removed from the premises. Excess accumulations shall be avoided.

VI. Fire Curtain

(*a*) The fire-resisting proscenium curtain shall be raised at the commencement, and lowered at the close of every performance. (The theatre license requires that this curtain be tested daily and a report of condition made to the manager.)

(*b*) All employees must be thoroughly drilled to operate the curtain properly.

VII. Fire Extinguishers (Location and Care)

(*a*) Consult the District Fire Chief for advice as to best location when placing extinguishers on the premises.

(1) Have extinguishers near the exit doors.

(2) Have extinguishers approved for Class C fires near electrical appliances.

(*b*) Extinguishers shall be recharged once a year, and if used (partially or wholly), at any time, recharged immediately

after such use. A tag shall be attached to extinguisher, specifying date when recharged, and name of person who last recharged the extinguisher.

(*c*) Valve seats and nozzles to be kept free from obstruction and rubber hose maintained in good condition on all extinguishers.

VIII. Fire Buckets and Sand Pails

(*a*) Fire buckets shall be painted red and marked "For Fire Only" and shall be kept filled with water at all times.

(*b*) Sand pails shall be painted red and provided with metal scoops and located near electrical appliances.

(*c*) Fire buckets and sand pails shall not be used for any purpose other than the extinguishment of fire, and shall be kept accessible at all times.

IX. Care of Hose

(*a*) All hose shall be taken from racks or reels at least once a month, and swept free of dust.

(*b*) Nozzles should be tested by blowing through them to determine whether any obstruction exists in the nozzle.

(*c*) Washers shall be kept in the female couplings at the end of each hose and the couplings screwed tightly on the standpipe.

X. Axes and Plaster Hooks

(*a*) An axe shall be located near the prompter's desk for emergency use.

(*b*) Axes and plaster hooks shall be used only in case of fire and for no other purpose.

XI. Skylights

The automatic ventilating skylight shall be kept free from obstructions, especially in cold and snowy weather, shall be tested each day and the condition reported to the manager.

XII. Alarm System

A system of signals shall be regularly tested to notify occupants of dressing rooms and fly floors in case of an outbreak of fire.

XIII. House and Auxiliary Lights

(*a*) Means for controlling the lighting of the auditorium, galleries and exits must be tested immediately before the commencement of each performance and all egresses must be lighted while the audience is in the theatre.

(*b*) Arrangements shall be made for the lighting of gas jets or auxiliary lighting equipment in case of emergency.

(*c*) An illuminated red identification sign shall be located over the fire alarm box on the stage and shall be kept lighted at all times when the stage is in use.

SPECIAL STAGE PRECAUTIONS AT SHOW TIME

(*a*) **Candles:** If candles are used they must be held in metal, glass, plastic or other fire-resisting candlesticks, with an extra wide base to catch dripping wax, and to assure proper support when candlestick is set down on any flat surface.

(*b*) **Blankets:** Keep a blanket available on each side of the stage for use in smothering fires.

(*c*) **Smoking Is Prohibited:** Except when required as a part of the performance,— in which case a metal box should be provided in "first" entrance, and used as a receptacle for cigar or cigarette stubs brought from the stage.

Only safety matches shall be used on stage and shall be deposited in suitable ash trays — NOT THROWN ON FLOOR.

JOHN I. FITZGERALD,
Fire Commissioner.

SAMUEL J. POPE,
Chief of Department.

EDWARD N. MONTGOMERY,
Deputy Chief, Fire Prevention Division.

Approved as to form:

FRANK J. MURRAY,
Corporation Counsel.

May 1, 1944.

DAILY CHECK LIST TO BE USED AS RECORD OF FIRE PATROL INSPECTIONS AND TESTS IN THEATRES, PUBLIC HALLS AND SPECIAL HALLS

This report to be properly filled out by the Fire Patrol and submitted to the manager of the premises daily, when the theatre or hall is in use. The manager is to retain the report for a period of 30 days for reference by Fire Department officials upon request.

Date.....

The following is a report of conditions as observed by me as of the date specified above:

I. The last FIRE DRILL for employees was held on.....in the presence of .....Fire Department Officer.

II. .....*No Smoking* was observed.
.....Warning regarding *No Smoking* was given to .....
(name)
observed to have violated the *No Smoking* rule.

III. .....*Scenery, Drapes and Decorations* on stage are deemed to be not inflammable.
Last tested.....(date).

IV. .....*Aisles, Passageways and Exits* clear, or made clear. Exit doors in proper operating condition, except (identify below):

.....

.....

V. .....*Combustible Rubbish* contained in metal, covered containers. No excess accumulation observed.

VI. .....*Fire Curtain* — raised and found in proper operating condition.

VII. .....*Fire Extinguishers* in proper location, apparently in good condition and recharged within past year.

VIII. .....*Fire Buckets and Sand Pails* in proper locations, accessible and filled, ready for emergency use.

IX. .....*Hose.* .....Removed from rack and swept within past month. Now tightly attached to standpipe.

X. .....*Axes and Plaster Hooks* properly located.

XI. .....*Automatic Ventilating Skylight* found free of obstructions and tested and found in proper operating condition.

XII. .....*Alarm System* for dressing rooms and fly floors tested and found in proper operating condition.

XIII. .....(*a*) Means for controlling the lighting of auditorium, galleries, and exits tested.

.....(*b*) Arrangements for lighting of gas jets or auxiliary lighting equipment satisfactory.

.....(*c*) Sign over fire alarm box on the stage, illuminated.

Signed.....
Fire Patrol.

Badge No.....

BOSTON FIRE PREVENTION RULES AND REGULATIONS

1. Fires in the Open.
2. Hazardous Occupancies in Buildings of Habitation.
3. Theatres, Public Halls and Special Halls.
4. Outdoor Parking Spaces.

Various Rules Pertaining to Special Hazards (*e. g.*, Cilkloid, Celluloid Shoe Forms, Flameproofing, Use of Decorations, etc.).

Massachusetts Department of Public Safety Regulations and Documents.

Chapter 148, General Laws, as amended to 1943:

Form A. Erection, Alteration, Inspection and Use of Buildings.

Form B1. Inspection of Buildings subject to the Provisions of Chapter 143, G. L., as amended.

Form F. Fuel Oil.

Form G. Transportation of Inflammable Fluids.

Form I. Construction, Use and Maintenance of Tanks and Containers.

Form O. Keeping, Sale, Handling and Transportation of Gasoline and Fuel Oil (and Disposition in Harbor or Other Waters).

Form Q. Fireworks.

Form S. Inflammable Fluids. (Keeping, Storage, Manufacture or Sale.)

Form W. Garages.

Form X. Remedying Fire Hazards in Buildings, Ships and Other Premises.

Form Y. Explosives.

Form Z. Dry Cleaning.

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